

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
Fort Sill, Oklahoma 73503-5100

USAFACFS Regulation  
No. 37-1

11 March 1987

Financial Administration  
TEMPORARY DUTY (TDY) TRAVEL

Further supplementation by subordinate commander prohibited,  
unless approved by Headquarters, USAFACFS

CHAPTER I. GENERAL

1-1. PURPOSE. To outline responsibilities and establish installation policy and procedures for temporary duty (TDY) travel. Intensive management of travel assets by directing/approving officials and prudent use of travel resources by travelers are necessary to assure mission accomplishment.

1-2. SCOPE. This regulation applies to official government travel conducted by members (military and DA civilian) of Fort Sill and to travel funds received by Fort Sill, including Research, Development, Training & Evaluation (RDTE) and TRADOC System Manager (TSM).

1-3. POLICY.

a. Commanders, directors, and activity/agency chiefs will exercise sound management practices at the initiation and approval stages of directing TDY per policies outlined in this regulation.

b. Agencies will, within their respective areas of responsibility, execute TDY travel procedures in such a manner as to assure travel costs are reduced to the absolute minimum and procedures are in accordance with this and applicable regulations.

c. Individual travelers will utilize the least costly means of transportation available to accomplish the official mission.

1-4. OBJECTIVE. To intensively manage travel resources at levels within the command, assure mission accomplishment within limited resources, and preclude travel-related waste or abuse whenever possible.

1-5. REFERENCE:

a. Joint Federal Travel Regulation (JFTR):

(1) Volume I - Members of the Uniformed Services.

(2) Volume II - Department of Defense Civilian Personnel.

b. AR 1-40, Clearance Requirements and Procedures for Official Temporary Duty (TDY) Travel Outside Continental United States (OCONUS).

c. AR 37-21, Establishing and Recording of Commitments and Obligations.

d. AR 37-106, Finance and Accounting for Installations, Travel and Transportation Allowances.

e. AR 55-355, Defense Traffic Management Regulations, chapter 58 - Motor Vehicle Rental Services.

f. AR 310-10, Military Orders.

g. USAFACFS Pam 37-1, Temporary Duty Travel.

\*This Regulation supersedes USAFACFS REG 37-1, 30 April 1985.

## CHAPTER 2. RESPONSIBILITIES

## 2-1. DIRECTING/APPROVING OFFICIALS.

a. Commanders, directors, and activity/agency chiefs are responsible to direct official TDY only when other means of communication, such as conference calling, messages, or other correspondence, cannot accomplish the mission as effectively in a less costly manner.

b. Managers/officials who have responsibility for requesting, approving, or authorizing TDY travel orders shall be familiar with the Internal Control Review Checklist (para 3-2, and appendix A) and the Issue of DD 1610 Checklist (para 3-3, and appendix B).

c. When travel is determined to be necessary, directing/approving officials will limit the number of travelers to that which is essential to mission accomplishment, keeping travel costs at the absolute minimum.

d. Approving officials will personally approve rental vehicle requests and require that such requests be supported by a cost comparison to assist in the evaluation of need.

e. Commanders, directors, and activity/agency chiefs shall indicate to the project officer, who certifies funds on travel orders, those employees who are considered eligible travelers under the Army Charge Card Program (CitiCorp/Diners Club Government Card Program). Project officers will assure that all eligible travelers are offered a Diners Club credit card and are advised of revised TDY advance procedures applicable to them due to their eligibility for such a card. Eligible travelers are defined to be military in pay grades of E7 and above and civilians in pay grade GS-11 (or its equivalent) and above.

f. Directing/approving officials will assure adequate counseling is provided to travelers to include payment/reimbursement procedures and reimbursable expense as detailed in USAFACFS Pam 37-1.

g. Directing/approving officials will periodically review regulations and similar publications affecting their areas of responsibility which require recurring travel, and employ the sunset technique, i.e., eliminate trips required by those directives for which it is amply demonstrated that a need for travel no longer exists.

h. Commanders, directors, and activity/agency chiefs will assure that TDY travel claims (Travel Vouchers, DD Forms 1351-2) are reviewed after travel is completed, prior to submission to Finance and Accounting for payment. (Claims for general officers and senior executive service (SES) are excluded from this requirement.) The review responsibilities may be delegated to first-line supervisors or a reviewing supervisor designee. The reviewing supervisor should be the individual who has knowledge of the purpose of the TDY, dates, and general circumstances surrounding the travel, usually the one who requested the travel. A checklist useful for conduct of the review is provided at appendix C. The reviewing supervisor shall initial next to the signature of the person submitting the voucher and assure the voucher is forwarded to Finance. No special transmittal letter or other such additional administrative burden shall be imposed to route the voucher to Finance. However, supervisors will assure that travelers submit voucher to Finance in a timely manner.

i. The Commanding General has sole approval authority on requests for Blanket Travel Orders (BTOs) and Repeated Travel Orders (RTOs) on CONUS TDY travel. Requests for official OCONUS TDY will be approved as outlined in USAFACFS Circular published by DPCA, AG.

j. Where the Chief of Staff is the initial approving authority for Director TDY travel, he/she may delegate the approval authority of amendments and revocations of their own TDY travel orders to directors, commanders, and office chiefs within the U.S. Army Garrison and special and personal staff chiefs. This authority is limited to only those amendments and revocations which do not increase costs.

k. Travel approving officials will apply the policies in this, and other related regulations, to assure that prudent and effective utilization of limited resources to achieve mission essential travel requirements is accomplished, making maximum use of the resources available within travel target limitations.

## 2-2. INDIVIDUAL TRAVELERS.

a. Members who are directed to perform official temporary duty (TDY) travel are responsible to keep expenditures to the absolute minimum to accomplish the mission.

b. Travelers should be knowledgeable about the type of expenses which are valid to incur and for which Finance & Accounting may make reimbursement. USAFACFS Pam 37-1 provides general information on travel procedures and on reimbursable expenses detailed in the Joint Federal Travel Regulation (JFTR).

c. Military in pay grades E7 and above, and civilians in pay grades GS-11 (or its equivalent) and above, who are considered eligible travelers under the Army Charge Card Program (CitiCorp/Diners Club card) may request to participate in the program if they desire to obtain a credit card. Requests should be directed to the activity point of contact/project officer. Whether or not an eligible traveler requests to participate, those eligible will receive reduced travel per diem advances when performing TDY at CONUS installations or cities without Government quarters available.

d. Eligible individuals using a credit card must complete an application form accepting the conditions of the agreement. Upon completion of travel, members are responsible to prepare TDY travel claims in a timely manner, submit them to their designated reviewing supervisor, and process them to Finance and Accounting.

e. Members who are directed to perform official TDY travel under blanket travel orders must be familiar with the added procedures and responsibilities applicable under such orders.

f. Members who are directed to travel OCONUS (para 3-6) must obtain approval and clearance per guidance published in DPCA, AG circular.

2-3. INSTALLATION TRANSPORTATION OFFICER (ITO) AND SCHEDULED AIRLINE TICKET OFFICE (SATO). ITO and SATO are responsible to utilize the most cost effective mode of commercial air transportation commensurate with mission requirements stated in the travel request as expressed by the agency directing the travel. This includes utilizing discounts, economy fares, and contract air services. The ITO provides a Quarterly Enhancement Management Information Report to all installation activities which reports use/non-use of discount fares. The ITO applies provisions of AR 55-355 to motor vehicle rental services which may be requested in conjunction with the travel request.

2-4. DIRECTORATE OF PERSONNEL AND COMMUNITY ACTIVITIES (DPCA). DPCA is responsible for the initial review and the semiannual update of requests/justifications for blanket travel orders as outlined in paragraph 3-7 of this regulation, and for OCONUS TDY requests discussed in para 3-6 of this regulation.

2-5. DIRECTORATE OF RESOURCE MANAGEMENT (DRM). DRM is responsible for applying guidance provided in the Joint Travel Regulation (VOL I and II), this and other regulations, and higher headquarters' policies and guidance to the processing of TDY travel orders (advances and settlement vouchers). The DRM will provide installation policies and guidance concerning TDY travel which promote intensive management of travel resources and which preclude travel-related waste whenever possible.

## CHAPTER 3. POLICIES AND PROCEDURES

3-1. GENERAL. When directing or when required to perform TDY travel, approving officials and individual travelers will adhere to the following guidance to the maximum extent possible:

- a. Use conference calling and other available communication services instead of travel whenever possible.
- b. Reduce administrative travel whenever possible.
- c. If travel is essential, determine the most effective travel mode consistent with the mission requirements. This will require a cost comparison/comparative analysis of travel modes available.
- d. Use military air whenever possible, available, and cost effective. Contact the Aviation Division, Directorate of Plans, Training, and Mobilization (DPTM) (Flight Operations Branch) for flight schedules.
- e. Make travel arrangements at the earliest opportunity in order to take full advantage of discount and economy fares or contract services when utilizing commercial transportation.
- f. Consolidate trips--often only one person need attend a planned meeting, conference, or workshop, whereas in the past two or more may have attended.
- g. Limit the number of travelers and length of stay to the absolute minimum to accomplish the mission.
- h. Live on post, utilize government or contract lodging.
- i. Strictly limit statements regarding use of government quarters and mess "adversely affecting mission" to those very few occasions when such a statement might truly apply to the travel event and can be fully supported/justified.
- j. Assure the TDY destination point in the orders is a military destination (when applicable) rather than a metropolitan area.
- k. Make every effort to use discount rates available only to DOD members.
- l. Use hotel limos, taxis, or public transit systems when available and when most cost effective.
- m. Use "drive-it yourself" military vehicles when available.
- n. When it is necessary for individuals from other installation activities and areas of expertise to travel to the same meeting, encourage consolidation of travel arrangements and/or rental car use whenever such consolidation will reduce costs without negatively affecting mission performance.
- o. Once requests for TDY travel are signed by the approving official, assure appropriate fund citations are annotated on orders prior to obtaining the order authorizing official's signature.
- p. Assure remarks section (block 16) of Requests for TDY Travel Orders (DD Form 1610) include this statement, "This travel is within the cost limitation of this activity." Approving authorities or cost control officers will verify the statement by affixing their signature.
- q. Assure Advance Authorized section (block 15) of DD Form 1610 contains the statement, "Credit Card" for E7 and above and GS 11 and above, or equivalent. These individuals are authorized a credit card for official use only while in TDY status. Travel advances will be limited to 40 percent of per diem for eligible individuals traveling to CONUS installations or cities without Government quarters available.

## 3-2. INTERNAL CONTROL REVIEW CHECKLIST.

- a. Commanders, directors, and activity/agency chiefs will assure that their officials, to whom authority has been delegated to request, approve, or authorize TDY travel orders, have been provided and have completed a copy of the checklist at appendix A.
- b. The checklist is separated into event cycles which are applicable to each role as either official requesting travel, approving travel, or acting as the order authorizing official. Operating

managers who have been delegated these authorities must complete applicable event cycles and periodically refer to the checklist to assure compliance with procedures therein.

c. A copy of the completed checklist must be retained in file for inspection by Internal Review and Audit Compliance Office, IG, or other auditor personnel; this requirement will be incorporated into future DA circulars on Army programs.

### 3-3. CHECKLIST FOR ISSUE OF DD FORM 1610 (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL)

a. Commanders, directors, and activity/agency chiefs directing or approving TDY travel will use the checklist at appendix B in the process of approving TDY orders.

b. The list prescribes minimum essential considerations needed to justify and verify TDY travel requirements, and will be included in future UPDATE of AR 310-10 Military Orders.

### 3-4. USE OF COMMERCIAL AIR TRAVEL MODE.

#### a. Most Economical Fare.

(1) Commanders, directors, and activity/agency chiefs will establish internal controls to assure maximum use of discount air fares when commercial air travel is authorized.

(2) Controls will include, but are not limited to, the following:

(a) Make every effort to publish TDY orders far enough in advance to allow for purchase of discount air fares (usually 7 to 30 days in advance of travel). Note that changes to initial reservations may result in loss of discount.

(b) Establish procedures to assure that personnel who make travel arrangements request available discounts for tickets purchased in advance and are aware of the impact on discounts if changes are made late in the reservation process. Submission of travel requests and TDY orders to SATO shall not be delayed in attempts to preclude use of discount fares or contract flights.

(c) Assure that all tickets, including discount tickets, which will not be utilized due to subsequent availability of military air or cancellation of TDY, are promptly returned to the Installation Transportation Office (ITO) for the initiation of refund procedures. Often, full refunds on discount air fares may be available up to departure time of scheduled flight.

(d) Utilize the Quarterly Enhancement Management Information Report, distributed by the ITO, which provides statistical data on the use/nonuse of discount air fares, to determine if waste or abuse is occurring as a result of poor or nonapplication of travel procedures in a given area.

(e) Apply the procedures in this regulation to qualify for discount air fare rates whenever possible.

#### b. Must Ride Determination.

(1) Approving officials must make the determination as to who, by the nature of their mission, must receive priority when traveling via commercial air from Lawton, Oklahoma. In making this decision, approving officials should be aware that "must ride" may impact on the travel itinerary as to routing and the utilization of discounts which affect the final cost of using commercial air. "Must ride" notations shall only be affixed to travel requests/orders of critical travelers per the following:

(a) Purpose of trip is critical to meeting established goals and objectives of the installation.

(b) Delay or postponement of trip will result in delay or loss of funds, equipment, or personnel required to continue installation or field artillery programs.

(c) Traveler must attend a meeting, conference, or briefing which will be extremely difficult to reschedule if traveler misses the scheduled time.

(d) Delay or absence of Fort Sill personnel will have a significant, adverse affect on the installation reputation for professional excellence by the Army Staff, major commands, or major field units.

(e) Rank or grade of individual to travel will not be a criteria for determination of critical travel justifying a "must ride" notation.

(2) Once the decision is made that the traveler is critical, the "must ride" notation will be entered in block 7 of the TDY orders. This will alert Transportation Branch, SATO, and airlines personnel that documents used in ticket preparation will be stamped, "MUST RIDE, U.S. GOVT TRAVEL."

(3) Neither "must ride" nor arbitrary time requirements to report or depart, will be used to attempt to circumvent the requirements to use the most economical air fare.

### 3-5. UTILIZATION OF RENTAL VEHICLES.

a. Use of rental vehicles in conjunction with TDY travel is to be curtailed to a minimum consistent with the Army's commitment to reduce travel costs. The fact that sufficient travel target/funds are available does not, in itself, constitute justification for rental vehicles. To assure maximum economies are received from travel dollars, approving officials and travelers will apply the following guidance.

(1) A rental vehicle will be used and approved only when a cost comparison indicates it will be less costly than other available transportation, when no other means of transportation is available, or when, in spite of other available transportation and results of a cost comparison, it is justified that use of such other transportation, rather than rental vehicle, would negatively affect the mission.

(2) Rental vehicles will not be approved at seminars and conferences when conducted at facilities where travelers are lodged, necessary personal services are available, and when taxi, limo, or public transit systems will suffice.

(3) Rental vehicle requirements for groups traveling to the same location for the same purpose will be consolidated. Cost comparison will reflect such economies resulting from consolidation versus cost of individual travelers using other transportation.

(4) Rental vehicle reservations must be made through the SATO so that the most cost effective rentals are utilized, i.e., DOD/Military Traffic Management Command (MTMC) Contract Rates, or lowest cost commercial rentals.

b. Approving authorities will evaluate rental vehicle use within their appropriate jurisdiction to assure that these policies are being applied and that cost comparisons are prepared prior to rental vehicle approval. As an example, justification/cost comparison of a rental vehicle versus use of taxi, limo, or public transit is at appendix D.

c. Authorization for rental vehicle use will be granted only after the personal determination by the commander, director, or activity/agency chief that a rental vehicle is more cost effective than alternate means of transportation or that lack of rental vehicle will adversely affect the mission. Approval for authorization of rental vehicle will be stated in block 16, remarks section of DD Form 1610, and forwarded thru the installation transportation officer to SATO for identification and reservation of the most cost effective rental.

d. When rental vehicle is authorized, travelers will be counseled on the authorized use of such vehicles to include the following as a minimum:

(1) Waiver of the optional full coverage offered by vehicle rental agencies when travel is performed in CONUS since commercial rental car companies provide deductible collision insurance coverage. See AR 55-355, paragraph 58-5 for details.

(2) Procedures for processing rental vehicle complaints and overcharges. See AR 55-355, paragraph 58-8, for specifics.

(3) Return of rental vehicle to the agency with a full tank of gasoline to preclude purchasing contractor's fuel at inflated prices.

e. Regarding use of rental vehicles while performing official OCONUS TDY, the following applies:

(1) Use military sedans/carryalls in lieu of rental vehicles.

(2) Rent vehicles from the exchange (PX) system instead of commercial firms.

(3) Use PX gasoline coupons instead of purchasing gas at the economy rates.

(4) Make arrangements to be excluded from the 13 percent value-added tax when forced to use commercial rental car firms.

## 3-6. OFFICIAL OCONUS TDY.

a. Local procedures for the control, processing, and approval of OCONUS TDY requests are provided by DPCA, AG in circular form.

b. Procedures for OCONUS TDY travel arrangements, once travel is approved, are as follows:

(1) All OCONUS TDY travelers or personnel making the travel arrangement must contact the Central Port Call Office (CPCO) located in Personnel Movements Section of AG, to obtain a port call. Port Calls are provided by the Military Airlift Command (MAC).

(2) Upon confirmation of the port call and MAC transportation, the CPCO will inform the Installation Transportation Office (ITO) that MAC has provided a port call and request the ITO to arrange commercial transportation to and from the port.

(3) If the overseas destination is not served by MAC, or if MAC space is not available, the CPCO will so inform the ITO who will then make commercial travel arrangements to and from the overseas destination.

(4) All international travel requirements are coordinated through the CPCO to the ITO in accordance with port call procedures in AR 55-28, to simplify travel arrangements for the OCONUS traveler, and to avoid issuing unauthorized international commercial travel tickets.

## 3-7. BLANKET TRAVEL ORDERS (BTO), REPEATED TRAVEL ORDERS (RTO) AND RETAINED TRAVEL ADVANCES.

a. Types of orders are defined as follows:

(1) Blanket travel orders are issued to members who regularly and frequently make trips away from their permanent duty stations within certain geographical limits to perform regular assigned duties. Normally, the specific TDY destination is not known well in advance of the requirement to travel.

(2) Repeated travel orders allow any necessary number of separate round-trip journeys from the permanent duty station to and from or between specified locations. In the case of RTOs, precise TDY location is known in advance although departure date, stops along the way, or length of stay may not be known.

b. BTOs and RTOs will generally be limited to the Commanding General, and other officials where justifiable. They require special, manual processing and accounting while constituting a highly visible area of interest and scrutiny. Therefore, they will be authorized only for those personnel performing mission essential duties, absolutely necessary to the operation of their command or agency. They will be justified based on a criteria of regular and frequent travel, which is defined as a minimum of five trips average per month. BTO/RTO which fail to meet the regular/frequent travel criteria will be carefully scrutinized during semi-annual justification reviews.

c. The Commanding General must approve all BTO/RTOs. This authority may not be further delegated. BTO/RTOs may not be used for travel outside CONUS.

d. Initial requests for approval of orders will consist of a transmittal DF identifying the travelers, with DD Forms 1610 attached, which clearly indicate rationale as to why BTO/RTOs should be authorized. Initial requests for approval will be staffed through the DPCA and the Chief of Staff to the Commanding General.

e. Once approved by the Commanding General, the DPCA will forward one copy to Cdr, TRADOC (ATPL-AA), and one copy to Finance and Accounting, DRM, per TRADOC Supplement 1 to AR 310-10, Military Orders. Requests for BTO/RTOs for civilian employees will be forwarded to HQ, TRADOC for approval prior to issuance of orders.

f. Once BTO/RTOs have been approved, the Finance Officer is delegated authority to approve retained travel advances. Procedures for Retained Travel Advances are outlined in USAFACFS Pam 37-1, issued by Finance and Accounting Office, DRM.

g. Activities will resubmit justifications for the continuation of a BTO/RTO to DPCA for semi-annual review of essentiality and content in accordance with AR 310-10. The need for orders that do not restrict the traveler to the use of Government quarters will be carefully examined and the number of orders will be kept to the absolute minimum. DPCA will furnish a copy of the final justified list of BTO/RTO to Finance and Accounting semiannually for information and coordination. Resubmission of

justification for first review will be provided DPCA no later than 6 months after initial approval and will be in DF format to include, as a minimum:

- (1) BTO/RT0 Number.
- (2) Name(s) of traveler(s) on BTO/RT0.
- (3) Number of trips incurred to date. List trips by travel reference number; provide length of each trip. (A primary criteria for justification of BTO/RT0 shall be regular and frequent travel defined as a minimum of five trips average per month.)
- (4) Length of time elapsed between trips.
- (5) Dollar amounts expended per trip; total amount expended against the order.
- (6) Any additional data needed to justify continuation of the order.

h. DD Form 1610 will be used to initially publish/establish the BTO/RT0. A separate DD Form 1610 will be issued on each person approved a BTO/RT0. Under the decentralized concept, travel order numbers will be assigned by the applicable activity in the same manner as for other TDY orders. The DD Form 1610 will provide all information to include the fund citation EXCEPT that no reference number and no dollar amount will be entered. In the case of a BTO/RT0, the DD Form 1610 serves as an authorizing document only; per AR 37-21, para 2-20, "When travel is performed under a blanket authorization with an indefinite itinerary, the amount of the obligation recorded in the current month will not exceed the estimate of the travel expenses to be incurred through the end of the current month." Therefore, when such an order is established, it must be supported by an estimate of obligations by month.

i. Once the order is approved, the directing official's activity budget office must submit DA Form 3717, Miscellaneous Obligation Document (MOD), to Finance and Accounting (FAO), at the beginning of each month indicating the estimated obligations for that given month for each individual with an active BTO/RT0. A sample DA Form 3717 is at figure 1 showing minimum required data. The directing activity must assign a reference number for all the projected travel against each BTO/RT0 for a given month on an individual. The reference number will be indicated in the block titled "Miscellaneous Obligation Document Number." The form will indicate the number of estimated trips for that month. The cost estimate will generate an obligation in the financial system for that given month in accordance with AR 37-21. If additional travel requirements develop under the order which exceed the number of trips estimated and for which no reservation of funds has been made on that month's MOD, an adjustment to the MOD must be sent to FAO. The activity must maintain a manual commitment ledger to control and balance to the data provided to FAO.

j. When a trip is completed, the traveler will file his/her voucher, providing FAO a copy of the original DD Form 1610 (BTO/RT0) with the applicable travel reference number noted by the fund cite. This will enable FAO to disburse funds against obligations established by a particular MOD.

k. At the end of each month, activity budget offices will provide adjustments to the current MOD, as necessary, in cases when obligated funds will not be used because travel was canceled or no voucher will be filed. This serves to deobligate funds no longer required.

l. At the beginning of each month, a new MOD with a new reference number will be provided to FAO for each traveler with an active BTO/RT0.

m. It is the responsibility of each activity to carefully monitor BTO/RT0 approved within the activity and be aware that proliferation of such orders may not only create problems of fund control, and additional manual control procedures, but may also create additional vulnerability in areas of potential fraud, waste, and abuse.

3-8. TRAVEL TARGET. Annual OMA travel target is imposed by TRADOC on TRADOC-funded activities. Travel target is assessed at the installation level through normal PBAC actions on distribution of resources. Each official approving travel must assure that travel targets are not exceeded. Installation travel target may not be exceeded without TRADOC prior approval. Only the most intensive management of travel assets, by directing/approving officials and travelers alike, will assure mission accomplishment in an environment of travel targets and ever-diminishing resources. Application of the policies and procedures prescribed in this regulation will promote maximum mission accomplishment and the most effective utilization of this installation's travel-related resources.



APPENDIX A

INTERNAL CONTROL REVIEW CHECKLIST

This Comptroller of the Army developed checklist will be used by all managers who have responsibilities for requesting, approving, or authorizing TDY travel orders. Completed checklist should be retained in file for periodic referral and for inspection purposes.

Task: Personnel Activities  
 Subtask: Military Orders  
 This Checklist: Temporary Duty (TDY) Travel Orders

Organization:  
 Action Officer:  
 Reviewer:  
 Date Completed:

Assessable Unit: This checklist will be completed by operating managers at installation, division and separate unit, MACOM, FOA, and HQDA levels who have been delegated authority to be travel requesting officials, travel approving officials, or order authorizing officials. Separate event cycles have been developed for each role. Operating managers need only complete the event cycle(s) applicable. Some operating managers are both requesting and approving officials.

Implementation and improvement: This checklist must be used as soon as possible by assessable unit managers in response to problems with TDY travel reported by the Army Inspector General.

(Operating managers who use this checklist and have recommendations for improvement are requested to send them through MACOM Internal Control Administrators to MILPERCEN, the Army proponent for military orders, NLT 30 November 1986. The address is: Commander, MILPERCEN (DAPC-ALS), Room 3549, Hoffman Building 2, 200 Stovall Street, Alexandria, VA 22332-0400.)

In addition to periodic use required by AR 11-2, managers should use this checklist as a daily guide for assuring compliance with essential actions for TDY travel.

EVENT CYCLE 1: REQUESTING TDY TRAVEL.

Step 1: Validating the mission need for TDY travel.

Risk: Waste of travel funds because the mission could be accomplished by alternative means such as correspondence, telephone, or teleconferencing.

Control Objective: TDY travel requests are based on essential mission or training needs of the organization.

Control Technique: Pinpointed responsibility and accountability of requesting officials initiating travel requirements and authorizations.

Test Question:

1. Are individuals designated as TDY Travel Order Requesting Officials advised of their pinpointed responsibility and accountability for protecting Government resources under management responsibilities of Public Law 97-255, Federal Managers' Financial Integrity Act (AR 11-2)?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

2. Are guidelines clear on the need to consider alternatives before authorizing TDY travel for mission and training accomplishment (teleconference, correspondence, local training, etc.)?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

3. Do the objectives, locations, and performance period for the TDY mission warrant the number of travelers?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

4. Are trips planned in advance with due regard to maximizing productive weekdays and minimizing weekend and holiday usage?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

5. Does experience (e.g., necessary reimbursement actions) demonstrate that travel advances are based on realistic cost estimates--including the number of authorized TDY days?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

6. Does adequate justification exist for requesting "Variation Authorized" in block 11 of the DD Form 1610?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

7. Are requests for TDY travel prepared on DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, and submitted for review and approval at the earliest practicable date?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

Step 2: Minimizing TDY trip costs.

Risk: Waste of funds for nonessential trip costs such as car rental, excessive lodging expense, or noneconomical travel mode.

Control Objective: Travel requests should reflect the most economical mode of transportation, shortest possible trip, and minimum necessary traveler entitlements.

Control Technique: Installation/organization directive giving guidelines and local instructions on DD Form 1610 preparation and trip planning.

Test Question:

1. Are travelers required to make arrangements for transportation through Scheduled Airline Ticket Offices (SATO) for CONUS or transportation offices for OCONUS?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

2. Is the number of travelers for a specific purpose, especially meetings/conferences, limited to those whose presence is justified in the best interest of the commander?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

3. Does the DD Form 1610 itinerary direct the traveler to the military installation at which the organization to be visited is located and not to the location, i.e., adjacent or nearby city?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

4. Is a city TDY location shown only when the duty will actually be performed in the commercial sector and it is known that military lodging is neither available nor appropriate for the traveler?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

5. Is car rental entitlement limited to those travel situations where use of public transportation is not practical and experience has shown car rental to be either more economical than taxi use or the only practical means of ground transportation in and around the TDY location?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

6. Are any exceptions cited in block 16 of the DD Form 1610 (e.g., Use of Government quarters is not required) traceable to reasonable justification?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

EVENT-CYCLE 2: APPROVING TDY TRAVEL.

Step 1: Reviewing Travel Requirement.

Risk: Failure to review the requirement represents a neglect of administrative responsibility.

Control Objective: To provide assurance that requested TDY travel is both mission essential and performed in the most cost advantageous manner.

Control Technique: Separation of duties.

Test Question:

1. Do approving officials know specifically who is authorized to sign the DD Form 1610 as a Requesting Official?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

2. Is the stated purpose of each trip reasonable under circumstances known to the Approving Official?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

3. Can requests for mode of travel via privately owned conveyance (POC), as more advantageous to the Government, stand scrutiny of close audit?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

4. Is a lesser than maximum travel advance authorized when the traveler has been issued a Diners Club Card?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

Step 2: Timely Processing of Travel Requests.

Risk: Waste due to deferrals or delays.

Control Objective:

1. To take advantage of available discounts for early airline bookings.
2. To permit traveler greater opportunity for on-post lodging reservations.
3. To allow time for traveler to obtain a travel advance.

Control Technique: Expedite the routing of DD Form 1610 for approving official signature, fiscal office processing, and authorizing official signature.

Test Question:

Are DD Forms 1610 for programmed mission and training TDY approved early enough to optimize opportunities for travelers to obtain lower air fares, available Government lodging, and receive travel advances?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

EVENT CYCLE 3: AUTHORIZING THE TDY TRAVEL.STEP 1: Verify the accuracy and completeness of the DD Form 1610 and the appropriateness of the TDY travel.

Risk: Improper TDY travel represents misuse of personnel and financial resources.

Control Objective: To assure the TDY travel being ordered is correct, complete, and in compliance with applicable regulations.

Control Technique: The authenticating official exercises controls providing reasonable assurance that approved TDY travel requests comply with governing regulations and command policy.

## Test Question:

1. Are locations and facilities for meetings and conferences approved with due consideration to the impact on TDY costs?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

2. Are incidents of the same individual signing as both the requesting official and approving official on the DD Form 1610 limited to specifically exempted circumstances and time-sensitive situations in which separation of these duties is not possible?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

3. Has the servicing fiscal office representative entered the appropriate accounting classification?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

4. Is the DSSN of the office that maintains the traveler's DD Form 1588 included in Block 19 of the DD Form 1610?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

5. When "variation authorized" is checked in the itinerary block, is it consistent with the purpose of the TDY or otherwise supported by separate justification?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

6. Are the special requirements and authorizations granted to the traveler in the remarks block of DD Form 1610 limited to the standard statements prescribed in AR 310-10, appendix B, as supplemented by local command directive?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

7. Have only the minimum and most economical authorizations been granted to the traveler consistent with the purpose, itinerary, and length of TDY?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

8. Are reasonably accurate estimated cost data entered on the DD Form 1610 consistent with length of TDY, mode of transportation, availability of Government lodging and meals, and the cost experience of similar TDY missions?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

9. Are DD Forms 1610 typed in such a manner as to preclude or make difficult any fraudulent alteration to include the following:

a. Prohibition of multiple choice standardized formats in the remarks block such as "will/will not," requiring a line-out of the not applicable statement?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

b. Prohibition of travel options that are number coded and made applicable by an (X) beside the listed number in the remarks block?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

10. Does the cognizant internal review or inspector general organization periodically verify the reasonableness of TDY travel authorization?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA X  
 Remarks\*

Step 2: Prompt Issuance and Distribution of Travel Orders.

Risk: Delays result in insufficient lead time to execute the order.

Control Objective: Authorizing officials promptly authenticate TDY travel orders and send copies to each individual and organization named in the order.

Control Technique: Installation/organization TDY policy directive or orders authorizing official SOP covering issuance and distribution of DD Form 1610 copies.

Test Question:

1. Is the authorizing official for TDY travel orders the commander or one who has been formally delegated authority by the commander?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

2. Are the appropriate number of DD Form 1610 copies distributed to the individual and organization named in the order?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

3. Is one copy each of the DD Form 1610 travel order distributed to the finance office cited in the accounting classification as well as the DSSN that maintains the travelers DD Form 1588?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

4. Do local control procedures call for periodic inspections to determine if copies of DD Form 1610 are distributed to individuals and organizations requiring copies?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
 Remarks\*

Step 3: Amendments, Rescissions, or Revocations.

Risk: Late amendments or failure to rescind or revoke DD Forms 1610, when the travel requirement has been canceled, increases the potential for submission of inaccurate or fraudulent travel vouchers.

Control Objective: Issue amendments prior to the completion of the original order and accomplish rescissions or revocations before execution of the original travel order begins.

Control Technique: Correct preparation and expeditious issuance of DD Forms 1610.

Test Question:

1. Do requesting and approving officials exercise adequate controls to assure that authorizations provided on the original DD Form 1610 are sufficient for successful performance of the TDY mission?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

2. Are amendments prepared on DD Form 1610 using a new travel order number and citing the travel order being amended?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

3. Are rescissions and revocations prepared on DFs or DD Forms 1610 using a new travel order number and citing the travel order being rescinded or revoked?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

4. Are amendments, rescissions, and revocations of DD Forms 1610 or DFs given the same distribution as the original order to include the finance office cited in the accounting classification?

Response YES \_\_\_\_\_ NO \_\_\_\_\_ NA \_\_\_\_\_  
Remarks\*

Explain rationale for YES response or provide cross-reference to where rationale can be found. For NO response, provide cross-reference to where corrective action plans can be found. If response is NA, explain rationale.

I attest that the above-listed internal controls provide reasonable assurance that Army resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the internal controls for this subtask throughout the Army are adequate.

Commander, US Army Military Personnel Center  
FUNCTIONAL PROPONENT

I have reviewed the subtask within my organization and have supplemented the prescribed internal control review checklist when warranted by unique environmental circumstances. The controls prescribed in this checklist, as amended, are in place and operational for my organization (except for the weaknesses described in the attached plan, which includes schedules for correcting the weaknesses).

OPERATING MANAGER (Signature)

## APPENDIX B

CHECKLIST FOR ISSUANCE OF DD FORM 1610  
(Request and Authorization for TDY Travel of DOD Personnel)

1. This checklist prescribes minimum essential considerations needed to justify and verify TDY travel requirements. Officials who sign a DD FORM 1610 must be prepared to explain the reasonableness of their action to request, approve, and authorize orders for the expenditure of Government funds.
2. By signing the DD FORM 1610, officials verify there is reasonable justification for the TDY travel (subject to audit/inspection), especially:
  - a. Purpose of TDY (block 9):
    - (1) Mission requires physical presence of individual(s) at itinerary location(s).
    - (2) Number of travelers is consistent with related factors of technical complexity, performance milestones, or prescribed attendance.
  - b. Approximate number of days of TDY (block 10A). Dates do not exceed elapsed time to complete assignment (with impact on advances) and minimize unproductive TDY on weekends and holidays.
  - c. Itinerary (block 11):
    - (1) Variation Authorized is supported by experience of probable need.
    - (2) Military installation is shown as place of TDY when appropriate (with impact on use of quarters).
  - d. Mode of transportation and estimated costs (blocks 12 & 14):
    - (1) Costs are based on use of SATO or transportation office for travel arrangements.
    - (2) POV authorization does not increase Government costs over other practical transportation.
    - (3) Per diem considers realistic number of days and, when appropriate, use of Government quarters.
    - (4) Advance authorized considers realistic cost estimates and whether traveler has Government credit card (e.g., Diners Club card).
  - e. Remarks (block 16):
    - (1) Rental car authorization is consistent with need for local travel at TDY location, realities of public transportation, cost of taxi service, and number of travelers.
    - (2) Exceptions such as "Use of existing Government facilities would adversely affect the performance of the assigned mission" are traceable to support and fully justified.
    - (3) Special authorizations for travel advance, taxi, extra baggage, etc., are traceable to support.
    - (4) Multiple choice and number-coded travel options are generally prohibited.
    - (5) Government Transportation Request (TR) costs, regardless of mode of travel, are shown.
  - f. General:
    - (1) Officials who can request, approve, and authorize orders are formally designated.
    - (2) Block 19 includes the DSSN (Disbursing Station Serial Number) of the office that maintains the traveler's DD FORM 1588 (Record of Travel Payments).
    - (3) Fund cite is traceable to approved travel funds.

## APPENDIX C

## TRAVEL CLAIM REVIEW CHECKLIST

1. After travel is complete and travel voucher (DD Form 1351-2) has been prepared, this checklist will be used by the reviewing supervisor, who has knowledge of the TDY purpose, dates, and general circumstances surrounding the travel, to review the travel claim of expenditures incurred by the traveler while on official business, insuring, as a minimum:

a. That the claim is complete:

- (1) Claim must be presented on an original travel voucher with an original signature and date.
- (2) Administrative data on voucher agrees with orders.
- (3) Original receipts for rental cars and lodging are attached.
- (4) Advance and partial payments are properly indicated in the appropriate block of the voucher.
- (5) Statement of nonavailability of quarters is attached, when applicable.

b. That the claim is reasonable and consistent with the mission and that claims for reimbursement are in harmony with those authorized on the DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel):

- (1) Did the traveler utilize more days than necessary to perform the mission?
- (2) If rental car was authorized, did the traveler use the most economical car/company reserved by SATO/IIT0?
- (3) Does lodging receipt reflect multiple occupancy instead of single? If so, was reimbursement requested at the single rate?
- (4) Are taxi claims questionable (i.e., are all claims just under the \$25 threshold, above which a receipt would be required)?

2. Claims should be questioned if:

- a. The claim includes lodging receipts that appear altered, having single/double occupancy annotation altered, or are "stationery store" receipt forms.
- b. In and around mileage claimed appears excessive for the assigned mission at the TDY point.
- c. There is a great disparity in the claims of two or more employees traveling together.
- d. Dates and times of departure and/or return do not coincide with required time for mission accomplishment.
- e. Traveler used different rental car company than the one authorized by Transportation Branch, Directorate of Logistics.
- f. Employee/member took leave and did not reflect it on the travel claim.
- g. There exist any other items not mentioned above which appear excessive or not necessary to the accomplishment of the TDY mission.

3. Once reviewed, travel claim will be initialed in the right margin (right of the claimant's signature/date, block 14) by the reviewing supervisor. Reviewing supervisors shall assure claims are submitted to Travel Section, Finance and Accounting Office, NLT 15 days after completion of travel. Emphasis should be prompt submission of claims by personnel with outstanding travel advances to preclude automatic collection of advances via payroll withholding due to failure to file claims.

4. Effective with the publication of this regulation, without reviewer's initials, incomplete vouchers, or questionable items for reimbursement, claims will not be processed by the servicing Finance and Accounting Office, but rather, will be returned to the traveler, reviewing supervisor, or commander for resolution/clarification prior to processing for payment.

5. Although potential liability remains with the individual traveler, if vouchers are not filed promptly after travel is completed, reviewing supervisors shall share in the responsibility of assuring claims are submitted in a timely manner. This will preclude the need to issue delinquent advance letters and/or initiate collection proceedings against the traveler.

## APPENDIX D

PROCEDURES AND EXAMPLE SITUATION  
PREPARING RENTAL VEHICLE COST COMPARISON

1. Each travel situation is different. Therefore, prior to developing a cost comparison, the applicable facts should be stated and assumptions listed.

a. For example, a traveler may be directed to travel TDY to HQ TRADOC, Ft Monroe, VA. Travel orders (DD Form 1610) would indicate destination as Ft Monroe, VA. If military air transportation were not available, the lowest commercial air fare would be used consistent with the mission requirements. An AUTOVON or FTS call to the POC at the destination TDY site should provide the traveler, or the person making reservations, with all needed data to develop the cost comparison, such as:

(1) Some area hotels (Holiday Inn, Hilton, Sheraton, and Strawberry Banks) offer free limousine service from the airport during certain peak business hours.

(2) The Chamberlin Hotel, which is located on Ft Monroe, does not offer a limousine service.

(3) Commercial limousine service is \$7.25 one-way from airport to hotel.

(4) Taxi service from Holiday Inn, Sheraton, or Hilton to Ft Monroe is \$8 one-way; taxi service from Strawberry Banks to Ft Monroe is \$3 one-way.

b. A call to the local Installation Transportation Office (ITO)/Schedule Airline Traffic Office (SATO) will provide the DOD/Military Traffic Management Command (MTMC) negotiated contract rate for a rental vehicle at the TDY site. In this example, the rate is \$23 per day with unlimited mileage.

c. The traveler will be TDY at Ft Monroe 3 days; we will assume all lodging costs are the same and meals may be obtained at the TDY site or the lodging site.

2. Once the facts are gathered and assumptions made, alternatives may be fully developed. If lodging site is not known, four alternatives present themselves:

a. ALTERNATIVE # 1:	Stay at Holiday Inn, Hilton, or Sheraton - Limo service to and from airport is offered at no cost	
	taxi service to and from motel X 3 days equals	\$48.00
b. ALTERNATIVE # 2:	Stay at Strawberry Banks - Limo service to and from airport is offered at no cost	
	taxi service to and from motel X 3 days equals	\$18.00
c. ALTERNATIVE # 3:	Stay at the Chamberlin Hotel on Ft Monroe - Commercial limo service to and from airport is	\$14.50
d. ALTERNATIVE # 4:	Stay at any hotel and use a rental vehicle - Rental vehicle \$23 per day X 3 days equals	\$69.00

3. After consideration of any of these alternatives, where only one traveler is TDY, the conclusion is: Rental car is not effective.

4. In other situations, fewer alternatives may present themselves such as when lodging options are limited or known before hand. Additionally, if meals were not available at the TDY site or the lodging site, taxi service estimates would have to be increased to allow the individual to travel to and from meals. And, if more than one individual had been traveling, the rental car may have been more cost effective.

5. As much data or as little data may be considered in a cost comparison as is applicable to a particular TDY trip and as is reasonable to obtain. The cost comparison may be detailed or it may be very simple. The data should provide the approving official with the facts necessary to reach a decision involving the expenditure of funds to accomplish the mission.

6. To return to our example TDY trip, let us assume we know where the traveler is going to be lodged at the TDY site. The standard disposition form at figure D-1, shows the final cost comparison which was provided to the approving official (commander or director).

# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO

REFERENCE OR OFFICE SYMBOL	SUBJECT
XXXX-XX	Rental Vehicle Cost Comparison/Justification

TO XXXX	FROM XXXX	DATE	CMT 1
		XXXXXXXXXXXXXXXXXXXX	

1. Staying at Holiday Inn for 3 days.
2. Alternative #1: Cost for Rental Car -
 

\$23.00 per day X 3 days	\$ 69.00
<u>Estimated gasoline cost</u>	<u>5.00</u>
TOTAL	\$ 74.00
3. Alternative #2: Cost for Taxi/Limo (Free Limo service not available at the departure or arrival times.)
 

Limo is \$7.25 one way;	
Service to/from airport	\$ 14.50
Taxi is \$8.00 one way;	
Service to/from hotel	
<u>is \$16.00/day X 3 days</u>	<u>48.00</u>
TOTAL	\$ 62.50
4. Conclusion/Recommendation: Rental car not cost effective.

OFFICIAL DIRECTING TRAVEL

XXXX-XX (Date of Cmt 1)

TO	FROM	DATE	CMT 2
----	------	------	-------

Rental car approved/disapproved.

COMMANDER/DIRECTOR

# SAMPLE

Encl 1

Figure D-1. DF on Comparison/Justification

11 Mar 87

USAFACFS Reg 37-1

(ATZR-RP)

FOR THE COMMANDER:

OFFICIAL:

DENNIS I. RUNEY  
Colonel, FA  
Chief of Staff



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